

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 1 - GENERAL

CP 91-1.01 **Charges for Copying of City Material**

Adopted June 4, 1973

Revised October 7, 1991

Revised December 20, 1993

Revised October 16, 1995

Affirmed November 6, 2000

Revised November 7, 2005

Revised October 18, 2010

1.01.010 **Purpose**

To establish Council policy for handling requests for photocopies.

1.01.020 **Policy**

- a. Copying charges or similar duplication charges for City materials shall be established administratively by the City Manager. Such charges shall not exceed the reasonable costs of reproduction.
- b. An exemption to the above charges is supplying minimal copies to other governmental agencies and the media.
- c. Electronic copies and copies of tapes shall be provided when readily available upon provision by the requester of the appropriate medium. A fee shall be charged to cover staff time involved.
- d. All public records shall be provided in accordance with State law.

1.01.030 **Review and Update**

This policy shall be reviewed every five years by the Assistant to City Manager/City Recorder and updated as appropriate.